

KJC CONSULTING

Business and Economic Consultants

Kevin J. Cooper

July 6, 1995

To: Elgin City Council
From: Kevin Cooper, 2010 Coordinator
RE: Progress Report for June, 1995

The 2010 Committee has decided to retain authority on how the funds budgeted and appropriated by the City of Elgin to the 2010 Committee should be spent. This report describes how this decision will change the city's relationship with 2010 and outlines the actions to be taken by the 2010 Committee.

The money allocated in the past to Elgin 2010 was used to fund a contract between the city and KJC Consulting. The contract stated the funds would be used for administrative services, grant writing, and coordinating project activities. 2010 has not discussed how the funds would be used in the current year but it is likely the uses will be similar and may expand to project development costs.

The city and 2010 will need to draft and execute a different contract than we currently have in place. 2010 has not discussed how the money would be used except to express a desire for grant writing and mailing of agendas to continue. However, it is likely that some money would be used either to develop new projects or fund 2010 activities like the Christmas Parade or to complete the downtown park.

The committee has decided my time should be targeted toward grant writing. The committee decided that volunteers could take on the duties of taking minutes and other administrative duties. There has been tacet agreement that this work would be done by volunteers but no action has been taken to solicit services.

2010 will be reviewing draft By-Laws at their next meeting and should have them in place later in the summer. This will allow 2010 to handle and direct its own funds. It will also create administrative accountability within the organization which has been difficult with a third pary contract.

Even though I personally will receive less income as a result of this action, I believe it will eventually work out to the benefit of the 2010 Committee and the City of Elgin.

Oh Yes, The Third Annual Elgin Riverfest was quite a rousing success. While participation was not as high as we had hoped in some events, the downtown park was busy with a variety of events and we should break even. Thank you for your contribution!

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Kevin J. Cooper

July 7, 1995

To: Elgin City Council
From: Kevin Cooper
RE: Update on Industrial Park Project

I have sent out survey form and have received about 15% of the surveys back as of the date of this letter. The preliminary results should be available in time for your next council meeting in August. Until that time, I will be working on a series of recommendations which will be needed to develop the property.

Last month we identified a piece of property that would be ideal for industrial development. A confidential inquiry has been made on the availability of that property and no word has been received back so far on the status of the property.

I have collected a large number of marketing materials related to industrial recruitment and am preparing a series of recommendations for the city to consider in developing a marketing plan. These recommendations will first be forwarded to the Elgin 2010 Committee for inclusion in their strategic planning efforts related to industrial recruitment and business retention. These recommendations should be available in September.

If you have any questions about these matters, call me at 437-8383.

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Kevin J. Cooper

Apr. 4, 1995

To: Elgin City Council
From: Kevin Cooper, 2010 Coordinator
RE: Progress Report for March, 1995

March brought three announcements that will benefit Elgin 2010 Committee and the community in the coming months.

The Riverfest Committee completed schedule and event planning for the year and received two grants which were announced during the month. The schedule is attached for your review. The Union County Commission on Children and Families approved a grant of \$375 which will pay for a professional puppeteer to provide services, primarily for children, during the Riverfest. The Grande Ronde Model Watershed Board approved a \$500 grant, primarily for advertising, which will pay for newspaper and radio advertisements as well as off set printing costs for brochures. The Riverfest Committee would like to request that the City of Elgin sponsor Riverfest again this year to cover volunteers against any legal liability in facilitating the two day event. The committee is requesting immediate action on this item.

The Elgin Chamber Banquet was a success in spite of being scheduled at the same time as the Elgin Girls Basketball Team's state semifinal game in Pendleton. The 60 plus people in attendance were given a copy of 2010's strategic plan and a presentation on how it will affect the community over the next few years. The presentation was well received and several people signed up to be involved in one or more of the several working committees. A copy of the strategic plan will be made available to each council member at the April 11 Council Meeting.

The biggest announcement was that Cycle Oregon will be coming through Elgin in September. This event will bring over 2,000 bike riders and additional support team members and "Cycle Oregon Groupies" into Elgin. Cycle Oregon has requested that the 2010 Committee coordinate the serving of food, entertainment, camping, lodging, and logistics. In return, 2010 will receive about \$15,000 which it will use to cover costs and donate the remainder to one or more community fund raising projects. Projects mentioned in 2010 meetings have been the new ambulance and the downtown park project. An organization meeting is scheduled for Wednesday April 12, 1995.

The costs of my services are exceeding the budget estimates which were set at \$6,500 for the year. I would estimate the costs will be \$8,000 for the year. The city council may want to discuss appropriating an additional amount at this time so I can plan for my activities over the next few months.

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Kevin J. Cooper

May 12, 1994

To: Elgin City Council
From: Kevin Cooper, 2010 Recorder
RE: Progress Report for May, 1995

The Elgin 2010 Committee has been hard at work for the past month working on the downtown park project. These activities are in preparation for the Third Annual Elgin Riverfest to be held June 17 & 18. Other activities such as Cycle Oregon and Business Development continue to progress toward their goals for the year.

Preparations for the Downtown Park are not only for Riverfest but also in completing the first phase of the project scheduled for this summer. This project is beginning to take on a "noticeable difference" and should begin to pay dividends to the community in the coming months and years. Addition of kiosks to the park will not be made until later in the summer but will have a marked impact on tourism and business activity in the downtown area. Installation of engraved bricks are scheduled for June which should help to build community pride. Overall the project is progressing quite nicely.

Riverfest is quickly approaching and should be bigger and better than ever. The advertising budget (a first for Riverfest) will pay for radio advertisements on KCMB radio and several advertisements in the Observer and Recorder. Addition of new events this year include Radio Controlled Car Races and poetry reading by Oregon's Poet Laureate, George Venn. I have included a Riverfest brochure with the report and hope to see you there.

The committee will be focusing its attention to completing the park construction, getting ready for Cycle Oregon, and completing the first round of business visitations over the summer months. The development of the Neighborhood Network will also be an important work item over the next year.

The financial assistance provided by the city is greatly appreciated through its budget process. I look forward to another successful year of partnership between the city and the 2010 Committee. Thank you for your continued and generous support.

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Kevin J. Cooper

June 12, 1995

To: Elgin City Council
From: Kevin Cooper
RE: Update on Industrial Park Project

The industrial park project is beginning to take on some tangible form. A tentative new industrial site has been identified and a confidential inquiry into the availability of the land is currently being made. The park design work to be conducted by the engineer will be delayed until the site is deemed to be available.

The economic assessment work is proceeding with a survey of economic development programs in Eastern Oregon. This survey will look at what other economic development programs are doing with industrial recruitment. That information will be used to insure Elgin has the best chance for success in retaining existing business and recruiting new ones. The survey will also help to identify how successful economic development organizations differ from those that have not recruited a business lately. These design features will become part of the recommendation for developing a program in Elgin.

The work on this project was originally scheduled to be completed this summer. Because of the delay caused by the industrial land not being available, the engineering and design work will likely be completed this fall. However, the economic assessment activities should be completed in about 60 days. A final report will be published at the completion of all work and submitted to the 2010 Committee and the city for final review. If you have any questions, call me at 437-8383.

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Kevin J. Cooper

May 4, 1995

To: Elgin City Council
From: Kevin Cooper, 2010 Coordinator
RE: Progress Report for April, 1995

The 2010 Committee received word that the soil tests on Hunaha Park came back showing no significant level of contamination from hydro-carbons. This is very good news for the city because it clears the way for the park development plans to proceed. It also lifts any potential financial burden the city might have experienced from a state mandate to clean up the site. The committee instructed Gary Hathaway to compile a park plan to be reviewed later this month. Once the plan is completed, the committee can begin seeking funding sources for the project.

One item that resulted from the soil tests was an engineering classification of the soil. The classification indicates that the ground at the park site will settle significantly over a ten to fifteen year period and would not be adequate to support a permanent building. As a result, the committee is considering temporary structures that can ride out any ground shifts that occur until the ground become more stable. There will also be a need to bring in good top soil to make planting nursery stock viable.

Plans for Cycle Oregon took a big step forward in April as Ralph Howell agreed to be the community coordinator for the September event. Ralph has recruited several people from the community to be in charge of the many areas of responsibility for the event. As plans proceed, the Elgin Cycle Oregon committee may request some assistance from the city. I would encourage the city to participate in any way with this effort.

The Riverfest Committee decided to open a checking account on behalf of the 2010 Committee. In order to facilitate this process, the 2010 Committee has decided to move forward with establishing by-laws so that they have procedures for deciding how money will be spent. While they have no stable funding source at this time, the city may want to ask how this will affect its financial relationship with the city in the future. It may be prudent to find out if this bank account will in any way affect the city as it relates to local budget law.

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Kevin J. Cooper

Mar. 1, 1995

To: Elgin City Council
From: Kevin Cooper, 2010 Coordinator
RE: Progress Report for February, 1995

The 2010 Committee has continued with the direction taken over the past few months. The Social Service Network has started planning to implement its first program, plans for Riverfest are continuing, and the Business Development Committee is planning to implement its business visitation program.

The Elgin Neighborhood Network (formerly known as the Social Service Network) has already begun plans for a senior citizen outreach program. The program is named "Are You OK" and will involve calling senior citizens on a regular basis. The calls will provide seniors a formal procedure for requesting services from the community while checking up on them on a regular basis. A computer calling system will make contact with each person signed up and will register a message with the computer manager if there is no answer. The program is still in the planning stages. If you are interested in this program, contact Maureen Smolkowski or Colleen McDonald.

Plans for Riverfest are beginning to take shape. The Riverfest Committee has asked of the city could cover the raft trips under its liability policy as the raft operator no longer carries insurance. The Riverfest Committee is assuming the City will sponsor Riverfest again this year. As 2010 Recorder, I would request the council respond to both of these requests at the March Council Meeting.

The Business Development Committee met twice in February and has increased attendance at each meeting. They are developing resource lists to provide businesses as part of their visitation program. Visitation teams will be formed this month and each council member is invited to participate. If you are interested in joining this committee or being on a visitation team, contact Ron Brand or myself.

The Chamber of Commerce has agreed to have the 2010 Committee Presentation be the entertainment for their annual banquet on March 10. While the term entertainment may be misleading, the information provided will bring new energy and enthusiasm to the community as a result. Most people in the Elgin area are not aware of what the 2010 Committee is or what it is doing. I would expect to see several people join in 2010's efforts as a direct result of this presentation.